

Susquehanna County Historical Society & Free Library Association

BUILDING and MEETING ROOM USE POLICY

Updated 15 May 2023

The Susquehanna County Historical Society & Free Library Association serves all of Susquehanna County. The Board of Trustees believes that meeting space should be made available to members of the community, providing that such use does not interfere with Association activities.

These regulations establish the policy and procedures for the use of the Susquehanna County Historical Society & Free Library Association public meeting rooms, which are currently available in the Montrose Library and the Historical Society locations.

Procedures

1. Association public meeting rooms are maintained primarily for use by the Association. If a meeting room is not scheduled for an Association-related function, members of the public may apply to use the rooms. Each event request is considered on an individual basis according to the overall number of pending requests, staffing implications, and Association priorities. Events that extend outside of standard operating hours will be available only if Association staff are available.
2. The Association provides meeting rooms for members of the public on an equitable basis regardless of beliefs or affiliations of groups requesting their use on a first-come, first-served basis. Permission to use an Association meeting room in no way constitutes an endorsement by the Association or its Board of Trustees of the policies or beliefs of the organization or individuals using the facility. No advertising or announcement implying such endorsement is permitted.
3. Meeting rooms may be rented for private functions, such as birthday parties, wedding/baby showers, etc.. subject to approval by the Administrator/Librarian.
4. All groups / individuals must complete an Application for Public Use of the SCHS&FLA meeting rooms. Application forms are available at each location with a meeting room and must be submitted at the location where the meeting will take place. Forms are also available on the Library website at www.susqcolibrary.org/community-room. The Association will not schedule meeting rooms more than six months in advance.
5. Meeting room applications must be made in advance. The individual completing the application form will represent the group. The Group Representative must be at least 18 years of age and must agree to the terms and conditions for the use of the room and accept legal and financial responsibility for the use of the room. Additionally, the Group Representative will:
 - Have a Susquehanna County Library card in good standing (no outstanding charges attached to the card) for events at the Main Library, or hold a membership in the Susquehanna County Historical Society for events at the Historical Society;
 - Complete the Meeting Room Application/Meeting Room Use Agreement;
 - Pay the rental deposit and/or fee in advance;

- Provide accurate and complete contact information to the Association and serve as the sole point of contact for the Association and attendees about meeting room concerns;
 - Attend the meeting and stay in the meeting room from the beginning to the end of the meeting to monitor the use and ensure that Association policies are followed;
 - Check-in with staff before the meeting and check out with staff at the end of the meeting to provide the Association with a count of the number of attendees; and
 - Complete the Maintenance Checklist (attached to this policy) and return to staff to verify that the room has been returned to its original condition.
6. The Librarian / Administrator and/or the Society Curator will work in consultation with staff to review and approve or deny all applications based on this policy document.

Fee Schedule

For events scheduled during regular hours of operation, the following fees apply:

- Non-profit Groups: \$50 cleaning deposit, in advance, refundable after the event.
- For-profit Groups: \$50 cleaning deposit, in advance, refundable after the event, plus a \$25 per hour fee for regular hours of operation.
- Personal / social events - \$50 cleaning deposit, in advance, refundable after the event, plus an at will donation.
- Groups holding events that occur at least monthly will pay an annual fee based on predicted use.

For events that extend from regular hours to after regular hours of operations, all groups (regardless of status) will pay a \$40 per hour fee in addition to the \$50 cleaning deposit.

Cancellation Policy: The Group Representative may cancel an event up to 72 hours in advance and receive a full refund on their cleaning deposit. Events canceled within 72 hours of the event will forfeit the deposit. The Group Representative must receive a confirmation of the cancellation from staff; therefore we recommend calling or visiting the Main Library / Society in person, to cancel.

Guidelines

The following statements apply to all groups and organizations using the Association's meeting room spaces:

The Group Representative must be familiar with the provisions of this meeting room policy and with emergency procedures.

The Association has the following meeting spaces at the Main Library available. Refer to the Fee Schedule, above for requirements:

1. The large Montrose Community Room seats up to 100 people. A DVD/Blu-ray player, projector/projection screen, podium microphone, handheld microphone, lapel microphone and whiteboard are available. There is a kitchenette adjoining

the Meeting Room which includes a refrigerator, microwave, coffee maker, and oven. This space has a room divider, allowing it to be used by two groups at the same time.

2. The Children's Activity Room, located in the library, will accommodate 25 people. No kitchenette availability. It is kid-friendly with a tile floor. This space is available Monday through Thursday from 9 am-6 pm. Adult folding chairs are available upon request.
3. There is a small Study Room located in the library. There is no fee to use this space, but it is limited to 6 people per use. A sign-up sheet is available at the Circulation Desk.

The Historical Society has several meeting spaces available. A limited number of chairs and tables will be provided. Kitchen facilities must be specifically requested, as they do not adjoin any of the meeting spaces. These facilities include a sink, refrigerator, microwave and coffee maker. Access to meeting space in the Historical Society does not include access to the museum unless a pre-arrangement has been made with the Curator.

Documentation for the operation of equipment is provided in all rooms. Users are responsible for damage to any Association-owned equipment. It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting room.

Any damage to the meeting room, kitchenette, and restrooms or equipment, furniture, walls, doors or floor covering occurring during the program is the responsibility of the group/individual sponsoring the meeting. Cleanup of the room is also the responsibility of the organization or group. The Association reserves the right to charge an extra fee if the facilities must be cleaned. No custodial service is available. Basic cleaning supplies are available on site.

All equipment belonging to the group must be removed immediately at the conclusion of the program or event. No storage of the organization's items or equipment is available before or after the meeting, except by pre-arrangement with the Administrator/Librarian or Curator.

The Association assumes no liability or responsibility for any accident or loss of personal property that might occur because of the use of a meeting room.

The removal of any Association property from any facility is prohibited.

Smoking, vaping, the use of smokeless tobacco products, and the use of controlled substances is prohibited.

Alcoholic beverages are prohibited except for Association-sponsored functions with the approval of the Board of Trustees.

Lighted candles or flames are prohibited.

Nothing may be attached to the walls, ceiling, floor, furniture, or doors.

All meetings and activities held during regular hours of operation must be considerate of other Association operations. The Association reserves the right to terminate any meeting deemed as being disruptive to other users.

The Association reserves the right to cancel at any time any meeting or program if necessary. Any fees that have been paid to the Association for the use of the room will be refunded, but the Association will not be held responsible for any costs incurred because of such cancellation. The organization's contact person will be notified by the Association 48 hours in advance, if possible. It is the responsibility of the organization to notify attendees of the cancellation.

In the event of an emergency or inclement weather closing, use of the meeting room(s) is automatically canceled, and any fees will be reimbursed. Staff will contact the group scheduled to use the meeting space as soon as the decision to close is made.

If an organization cancels its event or meeting, the Association must be notified 48 hours in advance to receive reimbursement of any fees.

Meetings must comply with any Federal, State, or local law.

Failure to comply with the policies laid out in this document may result in denial of future use of the Association meeting rooms, financial liability for damages, and/or removal from the meeting room.

Any event with an associated fee or an event being run as a fundraiser will be evaluated on an individual basis to determine if it will conflict with fundraisers run by the Association. Conflicting events will not be permitted by the Association.

Susquehanna County Historical Society & Free Library Association
Maintenance Checklist

We hope you enjoyed holding your event in our location. To help us keep our buildings clean and useable we ask that you do the following after your event:

_____ Sweep the floor

_____ Wipe off the tables

_____ Wipe down any equipment used in the kitchenette

_____ Place all refuse in the garbage bag/can provided

_____ Remove all items from the refrigerator and from the premises

_____ Turn off all lights

_____ Return chairs and tables to their original positions

Basic cleaning supplies are available on site. Please let us know if these supplies are running low.

Please complete this form and leave it with the staff member present. The staff member will confirm all checklist items, complete this form, and submit to the Administrator / Librarian to process your deposit refund.

GROUP REPRESENTATIVE NAME: _____

DATE: _____ SIGNATURE: _____

STAFF NAME: _____ SIGNATURE: _____

Thank you! We hope you will come again!